



*Embassy of the United States of America*

Republic of Serbia

Belgrade, March 18, 2013

To: Prospective Offerors

Subject: Solicitation number SRB10013Q0271 - for media monitoring.

The Embassy of the United States of America invites you to submit a quote for the services indicated above.

If you are interested in submitting a quote on this project, read the instructions in solicitation SRB10013Q0271.

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package.

Your quote must be submitted in a sealed envelope the subject line "**Offer for SRB10013Q0271 Enclosed**" to the American Embassy, Kneza Milosa 50, Belgrade, on or before 12:00 noon on April 1, 2013. No proposal will be accepted after the cut-off date and time.

In order for a quotation to be considered, you must also complete and submit the following:

SF-18 Blocks 8, 11, 13, 14 and 16.

Section 1. Pricing

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers. Subcontractors and suppliers should not be referred to the Embassy for determining the amount or quantities of materials required.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Direct any questions regarding this solicitation to Nebojsa Stosic by fax +381-11/361-5916 or email [stosicn@state.gov](mailto:stosicn@state.gov).

Sincerely,

Elizabeth Konick  
Contracting Officer

Enclosure: SRB10013Q0271